



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Senior Justice Court Clerk

FLSA: NE

SERVICE: Classified

REVISED: 6/20/05

Summary: Under limited supervision, performs supervisory legal clerical work of routine difficulty for planning the operations of the Justice Court and Justice of the Peace; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans and coordinates the day-to-day operation of the Justice Court to include preparation of docket entries, summonses, subpoenas, warrants of arrest and judgments.
- Prepares and maintains court calendars.
- Serves in court.
- Prepares and maintains records, legal forms and files.
- Communicates with attorneys, other courts, law enforcement agencies and the public.
- Prepares a variety of statistical and administrative reports.
- Resolves problems to allow for efficient court operations.
- Accepts and tracks receipts, debts and balances for the courts.
- Secures monies. May disburse funds and generate outgoing checks.
- Answers telephones, responds to questions, takes messages and transfers callers to appropriate parties.
- Supervises and trains staff.

Knowledge and Skills:

- Knowledge of justice court procedures and pertinent rules, regulations and laws.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of proper business English, grammar, spelling and legal terminology.
- Knowledge of bookkeeping principles and practices.
- Knowledge of principles and practices of supervision.
- Skill in taking and transcribing dictation.
- Skill in effectively communicating verbally and in writing
- Skill to establish and maintain effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or GED; AND three years progressive clerical experience, including one year of Justice Legal Clerk experience; AND demonstrate a minimum typing speed of sixty (60) WPM; AND have no felony convictions and pass a state and federal background check; a valid drivers license.